



# CROMER PUBLIC SCHOOL

## CLASS PARENT NOMINATION FORM

### Would you like to be a class parent?

It's that time of year again when we look for volunteers to be class parents. Ideally we would like to have at least 2 class parents per class.

We are always looking for new and previous volunteers. If you haven't had the opportunity to be a class parent before and would like to give it a go please do so. **We try to make the process as fair as possible by giving preference to parents who haven't been class parents before.**

Being a class parent is a rewarding role. The roles and responsibilities vary from class to class depending on the teacher's needs. However, the common theme is to provide an interface between parents and their children, teachers, the school community and the school executive.

Attached to this note is a role description for a class parent.

If you would like to volunteer, please complete the form below and hand it to the front office by **Friday 17<sup>th</sup> February 2017 (end of Week 4)**.

Once we have the names of all the nominated volunteers, the School Executive and P&C will formulate the list of class parents; giving preference to parents who have not been class parents before.

If you have any questions or would like more information, please do not hesitate to contact Nicole Herrmann on 9971 0499.

**Nicole HERRMANN**  
Deputy Principal

**Julie JOHNSON**  
Deputy Principal

### **Cromer Public School Class Parent Nominee**

I would like to be a class parent for **Class** \_\_\_\_\_ **Teacher** \_\_\_\_\_

**My details are:**

Name: \_\_\_\_\_ Contact phone number: \_\_\_\_\_

Contact email address: \_\_\_\_\_

The following days suit me best for meetings: \_\_\_\_\_

I have been a class parent before? Yes/No    If yes, how many times? \_\_\_\_\_

I'm happy for other class parents in my child's year to have a copy of my contact details. Yes/No

# **Cromer Public School Class Parent Overview**

Class parents play an important role in the interface between students, parents, class teachers, the Parents & Citizens (P&C) Association and the school executive. They act as a communication channel between these groups to better facilitate information flow throughout the school and to assist in co ordination of resources and fundraising events.

## **Role competencies:**

- Willingness to attend class parent meetings and distribute information from these meetings
- Willingness to distribute important reminders of special events to other parents
- Willingness to co-ordinate assistance with class activities (in consultation with teachers)
- Willingness to co-ordinate and organise volunteers for the uniform shop, canteen, etc.
- Willingness to co-ordinate resources for fundraising events or initiatives
- Willingness to have fun

## **Role description:**

The role of Class Parent varies according to the individual needs of each class however it usually includes the following:

- Co-ordinating parent support/ helpers to the class teacher and across the school
- Attending class parent meetings and providing feedback
- Helping to co-ordinate the flow of information between the school and P&C and parents (information provided)
- Co-ordinating social activities for the class – (eg: parent/teacher social evenings, picnics, holiday activities, end-of-year functions)
- Help facilitate (not necessarily do!) volunteers for activities in the school requiring assistance – eg fund-raising, working bees, special school activities etc.